

ADMINISTRATIVE - INTERNAL USE ONLY

2 APR 1965

DD/ST# 1611 -65

MEMORANDUM FOR: CIA Records Administration Officer
THROUGH: Chief, Administrative Staff, DD/S&T
SUBJECT: Elimination of Inactive Records

1. In accordance with HN dated 24 February 1965, the following action has been taken by this office:

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✓ a. The current Records Control Schedule for the Office has been reviewed and the RMO/OSI will submit a request that retention periods on six files series be reduced.

✓ b. The Office conducted a review of its file holdings during the week of 15 March resulting in the immediate destruction of 206.5 feet and the availability of 46.0 feet, of inactive material, for transfer to Records Center.

✓ 2. In addition, since last fall, the RMO/OSI has accumulated fourteen boxes of inactive material ready for transfer to the Records Center. This material cannot be transferred until instructions are issued from Special Security Staff as to the approved method of packaging and transfer.

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Executive Officer
Scientific Intelligence

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY					
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Ch/Administrative Staff/6-E-68 HQS.	DD/S&T	<i>[Signature]</i>		
2	CIA Records Administration Officer Rm. 604 - 1016 16 th Street	4/20/68	<i>[Signature]</i>		
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
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